

ARKANSAS TECH UNIVERSITY
FACULTY AND STAFF CALENDAR 2018-19

*** NOTE: The fall and spring dates below pertain to full-term courses. The calendar for condensed courses may differ from what is printed below. Please reference the Registrar’s Office website for course and term definitions and pertinent Academic Calendar dates for courses not conforming to the beginning and ending dates outlined below.**

Curriculum/program proposals were due in the Registrar’s Office by July 1, 2018. For inclusion in the 2019-20 catalog, curricula and course description additions/ deletions/changes must be approved through the committee structure no later than the December committee meetings. If considered a “cosmetic curriculum change,” then the change must be approved by Academic Affairs and the pertinent reviewers during fall, 2018.

Fall Term Opens - August 13, 2018

Fall Term - August 22, 2018 to December 11, 2018

Banner schedule training (training available as needed)	August 15 – September 21
Department may enter spring 2019 schedule in Banner	August 15 – September 21
Department review of spring 2019 schedule through ARGOS	August 15 – September 21
Selected fall activities	August 13 - 21
Registration	August 13 – 21
Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs)	August 17
Classes begin.....	August 22
Deadline for Undergraduate Research Fund applications	August 24
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	August 28
Last day to register and add courses/change sections.....	August 28
Labor Day holiday	September 3
Eleventh day of classes	September 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	September 6
Condensed courses request forms due in Registrar’s Offices.....	September 17
AAS Spring course recommendations for Ozark Campus due to Department Heads.....	September 17
Deadline for Sabbatical applications for 2018 calendar year	September 15
Dean of College review spring 2019 course offerings through ARGOS.....	September 24 – 28
Departments make changes to spring 2019 course offerings with Dean’s approval	September 24 – 28
Promotion and/or tenure portfolios available to the Departmental Promotion and Tenure Committee (DPTC) (assumes applicant is following the 2018 Faculty Handbook update.....	September 28
Official spring schedule available on web	October 1
Deadline for Faculty Research Fund applications	October 1
Deadline for Professional Development Grant applications.....	October 1
Deadline for Student Interdisciplinary Research Grant applications.....	October 1
Deadline for degree audit (transcript evaluation), December 2019 graduates.....	October 5
Mid-term	October 10
Faculty report freshman and sophomore mid-term grades	October 10
<i>(Mid-term grades must be posted by 11:59 p.m. on October 10)</i>	
Fall Break.....	October 11-12
DPTC forwards promotion and tenure recommendations to the Department Heads	October 12

Academic Affairs forwards catalog copy (excluding curricula) to Vice Presidents and Deans for editing	October 15
<i>Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog</i>	
Deadline for textbook selections for spring 2019	October 19
Department Heads forward promotion and tenure recommendations to Deans	October 26
Early registration for spring semester	October 22 – December 4
Deans forward recommendations to University Promotion and Tenure Committee (UPTC)..	November 9
Edited catalog copy to Academic Affairs for compilation	November 12
Thanksgiving holidays	7:00 a.m., November 21 - 7:00 a.m., November 26
Last day to drop courses with a "W" or change from credit to audit.....	November 26
Students Follow Regular Monday Class Schedule	Monday, December 3
Students Follow Regular Wednesday Class Schedule.....	Tuesday, December 4
Reading Day.....	8:00 a.m. – 5:00 p.m., Wednesday, December 5
UPTC forwards recommendations for promotion and tenure to the Vice President for Academic Affairs	December 7
End of course examinations	7:00 p.m., December 5 – 5:30 p.m., December 11
Faculty report final grades for all students	December 5 – 12
<i>(Final grades must be posted by noon on December 12)</i>	
Graduation.....	December 14 – 15

Fall Term - First Eight-Week Session

Late registration for first eight-week session.....	August 15
Classes begin.....	August 15
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	August 17
Last day to register and add courses/change sections	August 17
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	August 22
Labor Day holiday*	September 3
Last day to drop courses with a "W" or change from credit to audit.....	October 1
First eight-week session ends.....	October 9
Faculty report final grades for all students	October 9 – 10
<i>(Final grades must be posted by noon on October 10)</i>	

Fall Term - Second Eight-Week Session

Late registration for second eight-week session	October 17
Classes begin.....	October 17
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	October 19
Last day to register and add courses/change sections	October 19
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	October 24
Thanksgiving holidays*	7:00 a.m., November 21 - 7:00 a.m., November 26
Last day to drop courses with a "W" or change from credit to audit.....	December 3
Second eight-week session ends	December 11
Faculty report final grades for all students	December 11 – 12
<i>(Final grades must be posted by noon on December 12)</i>	

Winter Intersession – December 17, 2018 to January 4, 2019

Late registration for winter intersession	December 17
Classes begin.....	December 17
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	December 17
Last day to register and add courses/change sections.....	December 17
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	December 19
Christmas Day holiday*.....	December 25
Last day to drop courses with a "W" or change from credit to audit.....	December 31
New Year's Day holiday*.....	January 1
Winter intersession ends.....	January 4
Faculty report final grades for all students	January 4 – 7

(Final grades must be posted by noon on January 7)

Spring Term Opens - January 2, 2019

Spring Term - January 14, 2019 to May 7, 2019

Banner schedule training (training available as needed)	February 1 – February 22
Department may enter summer and fall 2019 schedule in Banner	February 1 – February 22
Department review of summer and fall 2019 schedule through ARGOS	February 1 – February 22
Registration.....	January 2 – 11
Professional Development Day.....	January 9
Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs).....	January 9
Classes begin.....	January 14
Vice President for Academic Affairs forwards recommendations for promotion and/or Tenure to the President.....	January 18
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	January 18
Last day to register and add courses/change sections.....	January 18
Martin Luther King Day holiday	January 21
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	January 29
Eleventh day of classes	January 29
Academic Affairs forwards link to online developmental catalog to Deans/Department Heads (college curricula only) for proofing.....	February 1
Deadline for Faculty Research Fund applications	February 1
Deadline for Professional Development Grant applications.....	February 1
Condensed courses request forms due in Registrar's Office	February 15
AAS summer and fall 2019 course recommendations for	February 15
Ozark Campus due to Department Heads	
President notifies candidates for recommendations for promotion and/or tenure	February 15
Final edited catalog copy due in Academic Affairs.....	February 15
Dean of College review summer and fall 2019 course offerings through ARGOS.....	February 22-28
Departments make changes to summer and fall 2019 course	February 22-28
offerings with Dean's approval	
Official summer and fall schedule available on web	March 1
Deadline for degree audit (transcript evaluation), May 2020 graduates.....	March 1
Deadline for textbook selections for summers 2019.....	March 1
Deadline for textbook selection for fall, 2019	March 1
Mid-term	March 4

Faculty report freshman and sophomore mid-term grades	March 4
<i>(Mid-term grades must be posted by 11:59 p.m. on March 4)</i>	
Online catalogs posted to website.....	March 15
Board of Trustees' Action on Promotion and Tenure recommendations	March 21
Spring holidays	7:00 a.m., March 18 - 7:00 a.m., March 25
Deadline for degree audit (transcript evaluation), summer 2020 graduates	March 25
Early registration for summer and fall semesters	March 25 – April 30
Deadline for Professional Development Grant applications.....	April 15
Last day to drop courses with a "W" or change from credit to audit.....	April 19
Monday class schedule	Monday, April 29
Wednesday class schedule	Tuesday, April 30
Reading Day.....	8:00 a.m. – 5:00 p.m., May 1
End of course examinations	7:00 p.m., May 1 – 5:30 p.m., May 7
Faculty report final grades for all students	May 1 - 8
<i>(Final grades must be posted by noon on May 8)</i>	
Graduation (all ceremonies in Tucker Coliseum)	
Ozark Campus.....	May 9
Graduate College	May 10
Russellville Campus Undergraduate.....	May 11

Spring Term - First Eight-Week Session

Late registration for first eight-week session.....	January 9
Classes begin.....	January 9
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	January 11
Last day to register and add courses/change sections	January 11
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	January 16
Martin Luther King Day holiday*	January 21
Last day to drop courses with a "W" or change from credit to audit.....	February 25
First eight-week session ends.....	March 5
Faculty report final grades for all students	March 5 – 6
<i>(Final grades must be posted by noon on March 6)</i>	

Spring Term - Second Eight-Week Session

Late registration for second eight-week session	March 13
Classes begin.....	March 13
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	March 15
Last day to register and add courses/change sections	March 15
Spring holidays*	7:00 a.m., March 18 - 7:00 a.m., March 25
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	March 20
Last day to drop courses with a "W" or change from credit to audit.....	April 29
Second eight-week session ends	May 7
Faculty report final grades for all students	May 7 – 8
<i>(Final grades must be posted by noon on May 8)</i>	

Summer Term - May 13, 2019 to August 7, 2019

May Summer Session – May 13, 2019 to May 31, 2019

Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs)	May 8
Late registration for May session.....	May 13
Classes begin.....	May 13
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	May 13
Last day to register and add courses/change sections.....	May 13
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	May 15
Memorial Day holiday*	May 27
Last day to drop courses with a "W" or change from credit to audit.....	May 27
May session ends	May 31
Faculty report final grades for all students	May 31 - June 3
<i>(Final grades must be posted by noon on June 3)</i>	

June/July Summer Session – June 3, 2019 to July 3, 2019

Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs)	May 29
Late registration for June/July session.....	June 3 - 4
Classes begin.....	June 3
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	June 4
Last day to register and add courses/change sections.....	June 4
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	June 7
Last day to drop courses with a "W" or change from credit to audit.....	June 27
June/July session ends.....	(Wednesday) July 3
Fourth of July holiday*	(Thursday) July 4
Faculty report final grades for all students	July 3 – 8
<i>(Final grades must be posted by noon on July 8)</i>	

July/August Summer Session – July 8, 2019 to August 7, 2019

Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs)	July 3
Late registration for July/August session.....	July 8 - 9
Classes begin.....	July 8
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	July 9
Last day to register and add courses/change sections.....	July 9
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	July 12
Last day to drop courses with a "W" or change from credit to audit.....	August 1
July/August session ends	(Wednesday) August 7
Faculty report final grades for August candidates for graduation	August 7
<i>(Final grades must be posted by 11:59 p.m. on August 7)</i>	
Faculty report final grades for all students	August 7 – 9
<i>(Final grades must be posted by noon on August 9)</i>	
Graduation.....	August 10

Summer 10-Week Session – June 3, 2019 to August 7, 2019

Last Day for Departments to make changes to schedule in Banner	May 8
Late registration for Summer 10 Week Session	June 3 – 6
Classes Begin	June 3
Last day to officially withdraw/drop courses with full reduction of tuition and fees	June 6
Last day to register and add courses/change sections	June 6
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	June 12
Fourth of July holiday*	July 4
Last day to drop courses with a “W” or change from credit to audit	July 25
10 week session ends	August 7
Faculty report final grades for August candidates for graduation	August 7
(Final grades must be posted by 11:59 pm on August 7)	
Faculty report final grades for all students	August 7 – 9
(Final grades must be posted by noon on August 9)	
Graduation	August 10

Fall Term Opens - August 12, 2019

Fall Term - August 21, 2019 to December 10, 2019

Banner schedule training (training available as needed)	September 1 – September 23
Department may enter winter intersession and spring 2019 schedule in Banner	September 1 – September 23
Department review of spring 2019 schedule through ARGOS	September 1 – September 23
Selected fall activities	August 12 - 20
Registration	August 12 – 20
Last day for departments to make changes to schedule in Banner (subsequent changes must be approved by Academic Affairs)	August 15
Classes begin	August 21
Deadline for Undergraduate Research Fund applications	August 24
Last day to officially withdraw/drop courses with full reduction of tuition and fees	August 27
Last day to register and add courses/change sections	August 27
Labor Day holiday	September 2
Eleventh day of classes	September 5
Last day to officially withdraw/drop courses with 80 percent reduction of tuition	September 5
Condensed courses request forms due in Registrar’s Offices	September 17
AAS Spring course recommendations for Ozark Campus due to Department Heads	September 17
Deadline for Sabbatical applications for 2019 calendar year	September 15
Dean of College review spring 2020 course offerings through ARGOS	September 24 – 30
Departments make changes to spring 2020 course offerings with Dean’s approval	September 24 – 30
Official spring schedule available on web	October 1
Deadline for Faculty Research Fund applications	October 1
Deadline for Professional Development Grant applications	October 1
Deadline for Student Interdisciplinary Research Grant applications	October 1
Deadline for degree audit (transcript evaluation), December 2020 graduates	October 4
Mid-term	October 9

Faculty report freshman and sophomore mid-term grades	October 9
<i>(Mid-term grades must be posted by 11:59 p.m. on October 9)</i>	
Fall Break	October 10-11
Academic Affairs forwards catalog copy (excluding curricula) to Vice Presidents and Deans for editing	October 15
<i>Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog</i>	
Deadline for textbook selections for spring 2020	October 18
Early registration for spring semester	October 21 – December 3
Edited catalog copy to Academic Affairs for compilation	November 12
Last day to drop courses with a "W" or change from credit to audit.....	November 20
Thanksgiving holidays	7:00 a.m., November 27 - 7:00 a.m., December 2
Students Follow Regular Monday Class Schedule	Monday, December 2
Students Follow Regular Wednesday Class Schedule.....	Tuesday, December 3
Reading Day.....	8:00 a.m. – 5:00 p.m., Wednesday, December 4
End of course examinations	7:00 p.m., December 4 – 5:30 p.m., December 10
Faculty report final grades for all students	December 4 – 11
<i>(Final grades must be posted by noon on December 11)</i>	
Graduation.....	December 13 – 14

Fall Term - First Eight-Week Session

Late registration for first eight-week session.....	August 14
Classes begin.....	August 14
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	August 16
Last day to register and add courses/change sections.....	August 16
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	August 21
Labor Day holiday*	September 2
Last day to drop courses with a "W" or change from credit to audit.....	September 30
First eight-week session ends.....	October 8
Faculty report final grades for all students	October 8 – 9
<i>(Final grades must be posted by noon on October 9)</i>	

Fall Term - Second Eight-Week Session

Late registration for second eight-week session	October 16
Classes begin.....	October 16
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	October 18
Last day to register and add courses/change sections.....	October 18
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	October 23
Thanksgiving holidays*	7:00 a.m., November 27 - 7:00 a.m., December 2
Last day to drop courses with a "W" or change from credit to audit.....	December 2
Second eight-week session ends	December 10
Faculty report final grades for all students	December 10 – 11
<i>(Final grades must be posted by noon on December 11)</i>	

Winter Intersession – December 16, 2019 to January 3, 2020

Late registration for winter intersession	December 16
Classes begin.....	December 16
Last day to officially withdraw/drop courses with full reduction of tuition and fees.....	December 16
Last day to register and add courses/change sections	December 16
Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....	December 18
Christmas Day holiday*	December 25
Last day to drop courses with a "W" or change from credit to audit.....	December 30
New Year's Day holiday*	January 1
Winter intersession ends	January 3
Faculty report final grades for all students	January 3 – 6

(Final grades must be posted by noon on January 6)